

DON'T JUST WEAR THE SHIRT, LIVE IT!

DAY OF CARING 9.26.2018

United Way of Muscatine (UWM) invites you to participate in our 12th Annual Day of Caring Part One on **September 26, 2018!** On this day, we hope to have a team complete a meaningful project for your agency or a client in need.

Day of Caring exemplifies Living United when business partners join with local civic and community groups to connect with others in the Muscatine community who need our help.

There are so many benefits to your agency uniting with our community on Day of Caring. Prior to September 26, we will strive to match your organization with volunteers that will be able to complete a project of your choosing. We encourage you to submit as many projects as needed. There are no guarantees on every project being matched. We will try to accommodate your preferences. This Day of Caring is with adults only.

See the attached forms to:

- Request a project(s)

All entries must be submitted to: United Way of Muscatine, 208 W. 2nd St. Ste. 201, Muscatine, IA 52761 or fax (563) 263-8572 **no later than September 4, 2018.** All forms must be completed in their entirety. There will be a meeting for all projects on Thursday September 20st 2018 4:00PM at United Way. Contact Nichole Sorgenfrey at (563) 263-5963 or e-mail nichole@unitedwaymuscatine.org for more information.

Together, united, we can inspire hope and create opportunities for a better tomorrow. That's what it means to **LIVE UNITED.**



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United Way of Muscatine
Project Request Form
(One project per form; please complete entire form)
Due to United Way of Muscatine office by September 4, 2018

Agency/Nonprofit/School: _____

Phone _____ Fax: _____ Agency Contact: _____

Email: _____ Cell: _____

Coordinator: _____ Project Location: _____

Day of Caring Project: Please be as specific as possible. Include the type of work (heavy lifting, moving, etc.), what type of skills are needed (painting, climbing, etc.) and where the work will be done – outdoors, indoors, with clients, with other volunteers, off-site, etc. Please use back of page if needed.

Project manager's review meeting and training Thursday, September 20, 2018 at 4 p.m. at United Way of Muscatine office.

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

7.) _____

8.) _____

9.) _____

10.) _____

Are there any confidentiality/ liability issues concerning the project, location or clients?

Plan for inclement weather: _____

Will debris need to be hauled away: _____ First Aid Kit (Y/N): _____

Check One: Full-Day Project Half Day: Morning Afternoon Indoors Outdoors

Number of Volunteers Required: At least ____ No more than ____ Can you supply water/snacks: ____

Specific skills/clothing required: _____

Supplies/funds provided by Agency: _____

Specific Supplies Needed (coordinator's responsibility to have on site and available):

Notes (ex: volunteers exposed to poison ivy, allergy issues, or pregnant that could be affected by the project): _____

▪ **Meeting**

Thursday, September 20, 2018, 4 pm at United Way of Muscatine office.

Breakfast & Lunch will be held TBD. Please RSVP:

- Breakfast (7:30-8:30am) # in attendance: _____
 Lunch (11:30am-1:00pm, drop by) # in attendance: _____

Please fax, mail or email this form to (563) 263-8572 or mail to 208 W. 2nd St. Ste. 201, Muscatine, IA 52761 **September 4, 2018**. Attach separate form if necessary. Contact Nichole Sorgenfrey at (563) 263-5963 or nichole@unitedwaymuscatine.org for any questions or comments you may have.